

UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT
600 CAMP STREET, ROOM 300
NEW ORLEANS, LOUISIANA 70130

POSITION RECRUITMENT ANNOUNCEMENT

Title: Administrative Assistant/Automation Department
Circuit Executive's Office
Fifth Judicial Circuit - New Orleans, Louisiana

Grade Range: CL 26 (\$36,777 - \$59,836 per annum)

Duties: This position is located in the Office of the Circuit Executive, New Orleans, Louisiana. The Administrative Assistant reports to the Assistant Circuit Executive for Automation and provides clerical, technical, and administrative support to the ACE and the automation support staff.

Routine duties include: (1) coordinating leave documents and maintaining electronic calendar entries; (2) assembling spending plans in support of the automation budget; (3) soliciting bids for procurement activities; (4) preparing purchase orders and payment authorizations; (5) arranging travel and preparing travel vouchers for automation staff; (6) scheduling meetings and conference calls; (7) monitoring suspense items for progress updates and deadlines; (8) creating training and meeting presentation materials; (9) maintaining product and warranty registrations, software licenses, subscriptions, maintenance agreements, inventory data, property passes, IRM documents, and correspondence; (10) proofing correspondence and documents; (11) performing other duties as assigned.

Qualifications: The position requires a 4-year degree from an accredited university. Further professional secretarial training and experience in the information technology field is highly desirable. Must have at least three years of progressively responsible clerical experience which provided a good knowledge of executive office practices. Must show ability for self-motivation. Current federal employees must have one year of the required specialized experience at or equivalent to CL 25 for appointment at CL 26.

Required Skills

- Skill in administrative matters - organizational, file maintenance, record keeping, project management, presentation preparation, and research.
- Computer literate with a thorough understanding of WordPerfect, Windows, e-mail, and other computer software such as spreadsheets, project management, and database programs.
- Excellent communication skills, both oral and written; familiarity with information technology nomenclature and terminology highly desired.
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality.
- Ability to work cooperatively with other public agencies, vendors, and professionals.

- Capacity to manage multiple tasks.

How to Apply:

Send cover letter and Application for Judicial Branch Employment ([Form AO 78](#)) to:

Donna B. Dusang
Human Resources Management Specialist
U.S. Court of Appeals, Fifth Circuit
600 Camp Street, Room 300
New Orleans, Louisiana 70130

This is a security-sensitive position. The final candidate will be subject to a background investigation, records check, and a credit check.

The Fifth Circuit is an Equal Opportunity Employer.

Deadline:

March 25, 2005

Benefits:

Employees of the U.S. Court of Appeals, Fifth Judicial Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid annual leave per year for the first three years of service
20 days paid annual leave per year after three years of service
26 days paid annual leave per year after 15 years of service
13 days paid sick leave accrued per year
10 paid holidays per year, plus Mardi Gras day
Choice of medical coverage from a wide variety of plans
Life, long-term disability, and long-term care insurance options
Participation in a flexible spending accounts program
Participation in the Federal Employees Retirement System
Participation in the Thrift Savings Plan (similar to 401k, with matching \$)
Direct deposit of federal wages